

## **EDITED TASK LISTING**

### **CLASS: SENIOR ACCOUNT CLERK**

*NOTE: Each position within this classification may perform some or all of these tasks.*

<b>Task #</b>	<b>Task</b>
1.	Performs accounting work in the maintenance of fiscal records (e.g. petty cash, cash collection, etc.) using established guidelines (e.g., California State Accounting Reporting System [CALSTARS], Government Code (GC), State Administrative Manual (SAM), Departmental Operations Manual (DOM), etc.).
2.	Ensure that payroll warrants and personnel release documents correspond prior to disbursement in accordance with established guidelines (e.g., CALSTARS, GC, SAM, DOM, etc.), as needed.
3.	Prepares purchase requisitions for the purpose of acquiring goods and services using appropriate forms and equipment in accordance with established guidelines.
4.	Prepares input documents by coding accounting transactions for input into an automated accounting system utilizing fiscal software (e.g., CALSTARS, Offender Based Information System [OBIS], Inmate Trust Users Manual, Inmate Trust Accounting System [ITAS], etc.) in accordance with procedural manuals.
5.	Scheduling disbursements of accounts payable to various vendors in order to pay for goods and services provided, utilizing CALSTARS mandated by Department of Finance (DOF) on a daily basis.
6.	Filing various source documents (e.g., batches, documents, bills, vouchers and other papers, etc.) in order to maintain various record systems utilizing document logs, manual and/or automated systems, in accordance with (e.g., CALSTARS, GC, SAM, DOM, Trust Users Manual, etc.) on a daily basis.
7.	Maintaining manual general ledgers in order to reconcile with automated systems mandated by Generally Accepted Accounting Principles (GAAP) utilizing CALSTARS, GC, SAM, DOM, Trust Users Manual, etc. on a daily basis.
8.	Assists and acts as a lead to other staff (Office Assistant, Account Clerks and newly hired Senior Account Clerks.) in order to provide guidance and direction on accounting procedures and processes utilizing desk/departamental procedures, automated systems (CALSTARS), etc. as directed by the supervisor.
9.	Review and audit travel claims for accuracy and completeness in compliance with Department of Personnel Administration (DPA) in order to reimburse employee services utilizing collective bargaining unit contracts and memorandums of understanding (MOUs), rules and regulations governed by DPA, SAM, etc. on a daily basis.
10.	Scheduling travel claims for in-state and out of state travel, training and tuitions, professional licensing, etc. in order to reimburse employees for conducting state business utilizing completed documentation, CALSTARS, rules and regulations mandated by DPA on a daily basis.
11.	Processes inmate/employee property loss claims in order to compensate inmates/employees for financial loss of personal property utilizing Inmate Trust Users Manual, Board of Control (BOC) claim system, inmate appeal process (CDC 602), supporting documents, etc. as needed.
12.	Prepare daily inmate trust and parole release gate funds in order to close out inmate trust accounts and meet legal requirements utilizing Inmate Trust Users Manual, inmate trust fund accounts, revolving fund parolee release cash box, etc. as needed.

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<b>Task #</b>	<b>Task</b>
13.	Audit and correct inmate payroll timesheets in order to prepare for posting to individual trust accounts utilizing Inmate Trust Users Manual, DOM, Title 15, operational procedures, penal code, etc. on a monthly basis.
14.	Review mail on a daily basis in order to identify correct destination, date stamp, log, etc. utilizing internal control procedures.
15.	Assist professional accounting staff by compiling information and providing fiscal transactions to ensure the accuracy in preparing financial statements utilizing personal skills and knowledge, fiscal software, etc. as directed.